



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATBO-BP

20 MAR 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 16, Foreign Military Personnel  
Award Recommendations

1. References:

a. DoD 1348.33-M, DoD Manual of Military Decorations and Awards, September 1996, Incorporating Change 1, 18 Sep 06 ([http://www.dtic.mil/whs/directives/corres/pdf/134833m\\_0996/p134833m.pdf](http://www.dtic.mil/whs/directives/corres/pdf/134833m_0996/p134833m.pdf)).

b. TRADOC Supplement 1, 6 Dec 99, to AR 600-8-22, Military Awards (<http://www.tradoc.army.mil/tpubs/suppl/s600-8-22.htm>).

c. AR 600-8-22, Military Awards, 11 Dec 06, effective 11 Jan 07 (<http://www.apd.army.mil/pdf/r600-8-22.pdf>).

d. U.S. Army Human Resources Command (USAHRC), Personnel Service Support Division, Military Awards Branch (MAB) Web site (<https://www.hrc.army.mil/site/active/TAGD/awards/index.htm#html>).

2. This memorandum provides policy, guidance, and information on processing award recommendations for foreign military personnel assigned or attached to TRADOC.

3. Policy.

a. In accordance with reference 1a, paragraph 1-38, the Commanding General (CG), TRADOC is the approval authority, with no further delegation authorized, for award recommendations for foreign military personnel assigned or attached to TRADOC for the following awards:

- (1) The Meritorious Service Medal.
- (2) The Army Commendation Medal.
- (3) The Army Achievement Medal.

b. Higher level awards require endorsement by CG, TRADOC prior to forwarding to U.S. Army Human Resources Command, Military Awards Branch for processing and approval by the Secretary of Defense and Secretary of the Army.

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c. Award recommendations must be submitted on DA Form 638, Award Recommendation, Apr 06 version. All other versions will be returned without action.

d. Lead time for submission of award recommendations on foreign military personnel to the TRADOC Military Awards Section is 150 days prior to the desired presentation date.

e. Foreign military personnel award recommendations must include a biography that gives full name, rank, complete date and place of birth, current resume, previous U.S. decorations, and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attaché Office (USDAO) from the proposed awardee's parent country.

f. Concurrences from the U.S. Ambassador and USDAO from the proposed awardee's parent country, Defense Intelligence Agency (DIA), and U.S. Army Central Personnel Security Clearance Facility (CCF) are required before forwarding any award recommendation to the TRADOC CG for decision.

#### 4. Key Issues.

a. Reference 1a, chapter 8, provides policy, guidance, and approval authority.

b. Reference 1c, paragraph 1-38, expands the criteria and provides detailed policy and guidance for submission of award recommendations for foreign military personnel. Revised AR 600-8-22 supersedes AR 672-7(C), Armed Forces Decorations for Military Personnel, dated 1 May 85.

c. Do not inform foreign military personnel that they have been recommended for an award.

d. A proposed presentation date is required on DA Form 638. However, do not schedule ceremonies or initiate invitations prior to award approval.

e. Ensure all required documentation and concurrences are included with award recommendation before forwarding through command channels to HQ TRADOC for further processing and final decision by TRADOC Approval Authority.

f. A nonconcurrence from any of the agencies (USDAO, DIA, or CCF) constitutes a disapproval of the proposed award.

g. If an award is not approved prior to the proposed presentation date, the recommender should consider an alternative

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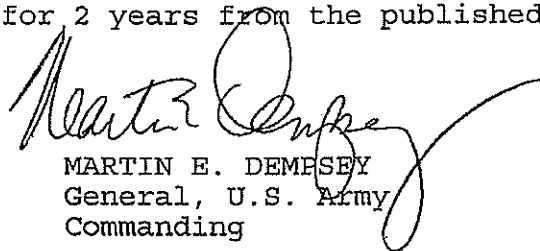
means of recognition such as a certificate of achievement,  
plaque, etc.

5. Responsibilities for obtaining concurrences.

a. The office/recommender initiating and/or submitting the award recommendation is responsible for obtaining both U.S. Ambassador and USDAO concurrences from the proposed awardee's parent country and ensuring additional information required, as stated in paragraph 3e above, is included prior to submitting the award recommendation to the TRADOC Military Awards Section. Concurrence from the proposed awardee's parent embassy is not acceptable. USDAO concurrence must come from the proposed awardee's parent country USDAO.

b. Upon receipt of a foreign military personnel award recommendation, the TRADOC Military Awards Section will ensure all required documentation is included. HQ TRADOC Adjutant General Military Awards Section will then initiate, track, and obtain concurrences from DIA and CCF. Offices/recommenders should not initiate concurrence requests to DIA and/or CCF.

6. This policy is effective for 2 years from the published date.



MARTIN E. DEMESEY  
General, U.S. Army  
Commanding

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